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*Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.*

## **Job Opportunity**

# **Business analyst**

**(12 month contract)**

### **Summary**

Reporting to the Senior Project Manager, Information Systems (IS) of the Canada Foundation for Innovation, the Business Analyst works with stakeholders to identify user requirements, perform business process analysis, evaluate potential solutions and document design specifications for IS development and maintenance projects.

The business analyst is tasked with helping business meet its objectives and goals by understanding how work is being conducted, and through analysis, determine solutions to the issues. The solution could include training, process change, modifications to business rules, modifications to or implementation of new technology solutions, or a combination of all four.

The business analyst will identify, develop and implement effective solutions that address smaller less complex initiatives. Business requirements will be traced through to test plans and cases, reducing time to fix issues and identify anomalies.

### **Key Activities**

- Identifies, documents and validates functional user requirements for system developments and maintenance through the use of appropriate business analysis techniques (interviews, JAD sessions, research, prototyping, etc.)
- Designs conceptual data models and use-cases, where appropriate
- Identifies potential solutions and recommends the most appropriate solution; based on requirements, practicality, technology options and project constraints
- Documents detailed specifications packages for developers
- Liaises with developers to ensure that specifications are clearly understood and to resolve any issues that arise during development
- Determines the best approach to testing and documents test plans
- Oversees the testing process (system and user acceptance testing)
- Executes system testing of developments
- Provides project management guidance and expertise to project stakeholders
- Fosters relationships between project stakeholders and IS by communicating and managing expectations
- Assists in project scheduling, time/resource estimates and scoping

## **Business Analyst (parental leave)**

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- Assists in negotiating and building consensus among stakeholders
- Follows existing business analysis processes and contributes to further refining these processes.

### **Qualifications**

Minimum 2 years of relevant business analysis experience, as defined below:

- Gathering, analyzing, evaluating and validating user requirements
- Preparing detailed specifications for developers from which solutions are developed, designed, coded and tested
- Mapping out process flows
- Project management
- Developing test plans and coordinating user acceptance testing
- Working with web forms and with databases
- University or College level education, preferably in Information Systems (or equivalent)
- Excellent interpersonal and communication skills
- Knowledge of business analysis best practices
- Knowledge of databases and of conceptual data modeling
- Knowledge of software development lifecycles
- Ability to take initiative, work independently and to contribute as a team player
- Familiarity with the research community and, in particular, the granting industry, knowledge of business intelligence software (e.g. Cognos 8), and completion of formalized business analysis training (MCBA) are all assets

### **Assets**

- Fluency in both English and French (written and spoken)
- Strong skills in Excel, Visio, Axure.
- Experience with Information Management projects
- Business Analysis Professional certification (IIBA-CCBA; or PMI-PBA; or equivalent)

### **Salary**

- Salary will be commensurate with qualifications and experience

**Please send your CV and a covering letter by end of day on October 18, 2021 to**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation,  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 5E4  
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

**Business Analyst (parental leave)**

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The Canada Foundation for Innovation supports official languages principles, and respects Ontario's Accessibility Standard for Customer Service policy. The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

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